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MASON TRANSIT AUTHORITY

The attached minutes of the Mason Transit Authority regular meeting held on the 18th day of July, 2023 were approved by the Mason Transit Authority Board, by motion, on this 19th day of September, 2023.

DocuSigned by:
John Campbell
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John Campbell, Chair

DocuSigned by:
Eric Onisko
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Eric Onisko, Vice Chair

DocuSigned by:
Cyndy Brehmeyer
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Cyndy Brehmeyer, Authority Member

DocuSigned by:
Wes Martin
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Wes Martin, Authority Member

DocuSigned by:
Randy Neatherlin
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Randy Neatherlin, Authority Member

DocuSigned by:
John Sheridan
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John Sheridan, Authority Member

DocuSigned by:
Kevin Shutty
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Kevin Shutty, Authority Member

Sandy Tarzwell, Authority Member

DocuSigned by:
Sharon Trask
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Sharon Trask, Authority Member

ATTEST: DocuSigned by: Tracy Becht 741D2AAE0B6A426... DATE: 9/29/2023

Tracy Becht, Clerk of the Board

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Mason Transit Authority
Minutes of the Regular Board Meeting
July 18, 2023
Virtually and at
Mason Transit Authority's
Transit-Community Center Conference Room
601 West Franklin Street
Shelton

OPENING PROTOCOL

1. **CALL TO ORDER:** 4:00 p.m.

2. **ROLL CALL AND DETERMINATION OF QUORUM**
   Authority Voting Board Members Present at T-CC: Eric Onisko, Vice Chair, Cyndy Brehmeyer, Randy Neatherlin, John Sheridan, Kevin Shutty, Sandy Tarzwell and Sharon Trask.

   Authority Voting Board Members Present via WebEx: John Campbell, Chair, and Wes Martin. **Quorum met**.

   Authority Voting Board Members Not Present: [None.]

   Authority Non-voting Board Member Not Present via WebEx: Zachary Collins, Business Representative, IAM and AW, District Lodge 160.

   Citizen Advisor to the Board Present at T-CC: John Piety

   MTA Staff present at T-CC: Amy Asher, General Manager; Tyler Hildebrandt, Technical Support Analyst; and Tracy Becht, Clerk of the Authority Board.

   Others Present at T-CC: [None.]

3. **PUBLIC COMMENT** –There were no members of the public attending the meeting nor virtually via WebEx.

4. **APPROVAL OF AGENDA**

   Moved that the agenda for the July 18, 2023 Mason Transit Authority (MTA) regular board meeting be approved. **Shutty/Onisko. Motion carried.**

5. **CORRESPONDENCE**

   Amy Asher, General Manager, described to the Board that the correspondence was to convey appreciation for providing transportation to students.

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6. CONSENT AGENDA

Moved to approve Consent Agenda items A through C as follows:

A. June 20, 2023 MTA regular Board meeting minutes.
B. Payments of June 15 through July 12, 2023 financial obligations on checks#37623 through 37694, as presented for a total of $628,359.36.
C. Approve Resolution No. 2023-09 that approves the Second Amendment to the CARES ACT Operating Grant Agreement PTD0192 and authorizes the General Manager to sign that Agreement.

Shutty/Tarzwell. Motion carried.

(Board member Neatherlin arrived at 4:05pm)

PUBLIC HEARING. The Chair stated that the Board was moving into the Public Hearing relating to the Transit Development Plan at 4:05 pm. The Chair described the purpose of the hearing and described the ground rules for giving public testimony. There were no members of the public attending the public hearing either in person or virtually.

Ms. Asher indicated that the initial draft of the TDP had been brought to the Board for review. She also stated that MTA had received no comments to the TDP from the public and that it had been posted on MTA's website. She also indicated that the Operations and Maintenance Committee had met with her to discuss looking at future purchases such as zero emission vehicles. She also went over the changes from the version provided at the June Board meeting.

The Board Chair closed the public hearing at 4:08 p.m.

RESUME OPEN SESSION. The Chair stated that the meeting was moving back into open session and announced the time to be 4:08 pm.

7. ACTION ITEMS – UNFINISHED BUSINESS

A. **Transit Development Plan.** Moved that the Mason Transit Authority Board approve the 2023-2028 Transit Development Plan for submission to the Washington State Department of Transportation by September 1, 2023. **Sheridan/Shutty. Motion carried.**

8. STAFF REPORTS:

Ms. Asher provided reports for the following teams as both the Operations and Facilities and Fleet Maintenance Managers were on vacation.

Finance:

- Ms. Asher indicated the team is still very busy. The sewer connection project was awarded to Russ Construction and the project should be completed by mid-August.

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- Ms. Asher also discussed various WSDOT grant funds that were awarded and that the Board can expect to see more contracts to be presented for approval.

Operations:

- Ms. Asher indicated that MTA continues to enjoy strong ridership numbers with over 1,500 shuttled at The Ridge, as well as upcoming Allyn Days.
- Ms. Asher also indicated that Mr. Rowe, along with Grays Harbor Transit and the Squaxin Tribe are looking at establishing a new pilot route.
- The new Driver recruitment class begins September 6 with MTA's Trainer, Lisa Davis, holding "A Day in the Life of a Driver" session on July 29.

Facilities & Fleet Maintenance:

- Ms. Asher indicated that Joe Akers, a Service Mechanic, will be starting on July 24 and he will be working on his CDL.
- Ms. Asher also indicated that Eric Kinney, who used to be employed by MTA, has hit the ground running. There is a great deal of landscaping to take care of throughout the summer.

General Manager:

- A risk profile created by WSTIP was provided and the data contained within covers the last five (5) years. She indicated that WSTIP takes a lot of time and effort in providing those numbers.
- Ms. Asher also shared that the WSTIP staff came to MTA to discuss best practices.
- She updated the Board concerning the plaque for the Belfair building. The company MTA has been working with is having some staffing issues, so she is potentially looking at using another company.

9. <u>COMMENTS BY BOARD</u>:

- Board member Neatherlin indicated that he received a phone call from a member of the public that was upset relating to the landscaping and watering. Ms. Asher indicated that she will have staff verify that the sprinkler and irrigation systems are working.
- Board member Tarzwell indicated that she was at Allyn Days and the MTA show was marvelous.
- Board Chair Campbell stated that the TDP is big news and demonstrates that the priorities are well laid out and that MTA is well prepared for the next five years.
- Board member Sheridan inquired about the $5M expenditure in 2028 for coaches being so high. Ms. Asher indicated that coaches are currently about $1M now, as well as MTA may be considering electric or hydrogen coaches by that time.

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10. UPCOMING MEETING

Ms. Asher indicated that there was no regularly scheduled meeting for the month of August.

Moved that the meeting be adjourned.

BOARD MEETING

No regular meeting was scheduled for August

Mason Transit Authority
Regular Meeting
September 19, 2023 at 4:00 PM
On-line via WebEx and in person at the
Mason Transit Authority
Transit-Community Center Conference Room
601 West Franklin Street
Shelton

11. ADJOURNED: 4:34 PM